

# The General Class Information

The Fresh Products Branch (FPB) National Training and Development Center (TDC) is located approximately 50 miles south of Washington, D.C. on the border of southern Stafford County and northern city limits of Fredericksburg, Virginia. The 17,000 square foot facility houses a staff of seven Training and Development Section (TDS) faculty. Our Training Specialists are under the direction of Dr. Carl Newell, Supervisory Fresh Fruit and Vegetable Education Specialist. Additional office space has been provided to accommodate the FPB National Service Center, and various staff from the Field Administrative Unit, Program Support Section, Standardization Section and Field Operations Section as well as a grading lab for the Fruit and Vegetable Program's Processed Products Branch.

Our customers have indicated that timely, cost efficient grading, inspection and auditing services are critical to their success. They have also noted that our staff must be well trained and annually refreshed with a strong emphasis on commodity-based instruction in order to be of the most use.

In addition to staff and other smaller offices, the TDC consists of the following main rooms:

- Main Classroom

Contains seating for approximately 48 individuals for classroom-style instruction. Includes state-of-the-art presentation equipment (such as high density definition LCD projectors, public address system, document camera and Gentner device (for hearing impaired use during classroom instruction). Can also be converted to lecture/auditorium-style seating with a capacity of 80.

- Grading Lab

Eight FPB inspection tables with up to four students to a table-group. "Mock" inspections are performed here using actual produce samples purchased from the region's wholesale markets. Students inspect samples; learn the proper method for recording data on note sheets, and report results on completed FV-300, official FPB Terminal Market Inspection Certificate.

- Computer Lab

32 computer work stations that are networked as a training group for taking weekly New Inspector Training Class (NIT) exams, viewing commodity exercises, and providing other computer related training (office training, digital imaging, etc.).

- Student Library  
Provides a study area for students; location for personalized equipment and mail bins; contains career development related reference material for Federal employees. A computer and printer with internet access and e-mail capability and a Fax machine provide necessary office equipment for attendees.
- Multimedia Room  
Contains technical digital equipment for preparing lesson presentations and the necessary equipment and software for production of narration, background music, graphics, and other related items for multi media presentations.
- Conference Room  
For conducting staff meetings and other activities. Equipped for videoconferencing.
- Break Room  
Contains coffee service, beverages, and other vending items along with tables and counters for breaks, lunch, etc.

## **Specific Class Information**

Refresher Classes- Class time is normally three days in length and varies based on need. Generally, over 200 Federal and State ACGs attend this training each year. Topics include general market instruction, specific commodity instruction, computer training, ethics, and other related subjects. The class is designed in the fashion of annual continuing education.

New Inspector Training Class - A comprehensive eight week long instruction for new Federal Agricultural Commodity Graders (ACGs) and federally licensed State-employed ACGs. Topics include an in-depth review of fresh fruit and vegetable inspection policies and procedures, commodity specific instruction and a two-week on-the-job-training assignment in Hunts Point Market, Bronx, New York.

Train the Trainer – A 40-hour intensive training class to teach others how to teach. Development of lesson plans, the use of media and equipment and public speaking skills are emphasized. Over 80 Federal and State attendees including ACGs, supervisors, and headquarters employees have participated. The class can be customized to focus on the particular areas of teaching necessary for success.

GAP & GHP Training Classes – A three-day course developed for an audit based inspection program. Training is designed for Federal and State employed ACGs. Classes have been conducted at the TDC and in various states. The class curriculum includes basic audit principles and theories, audit procedures specific to Good Agricultural Practices and Good Handling Practices and the audit matrix/checklist.

Basic Auditing (ISO 19011, parts 4 & 6) - A one to three-day auditing course that teaches the principles of quality external auditing. The auditor training program is based on ISO 19011:2002, which is a guideline document for auditing and implementing quality systems ISO 19011:2002, and getting the skills necessary to quickly and efficiently audit.

Industry Training Classes - Three one-week long classes are scheduled in calendar year 2008. Provides an intensive one-week overview training for members of the fresh produce industry, foreign governments, etc. Includes an overview of FPB policy and procedures as well as “hands-on” commodity training. Classes are conducted at the TDC and customer site locations. For further information about the training classes and for information regarding registration contact United Fresh Produce Association  
<http://www.unitedfresh.org>.

## **Schedule of Events**

New Inspector Training Class- TBA

Industry Training Class- January 28, 2008 through February 1, 2008  
June 2, 2008 through June 6, 2008  
September 22, 2008 through September 26, 2008

Refresher Class- Dec 4, 2008 through Dec 6, 2008  
Feb 5, 2007 through Feb 7, 2008  
Mar 4, 2008 through Mar 6, 2008  
Apr 2, 2007 through Apr 4, 2008

Train the Trainer- TBA

Good Agricultural Practices & Good Handling Practices Class –  
TBA

## Contact Information

Contact our office during normal business hours of 7:00am – 5:00pm, Monday – Friday,  
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